

Request for Copy of Document

Requestor's Information

To be filled by the requester:		Date:	
All fields marked with an asterisk (*) are mandatory			
Company Name: *			
Requester's Name: *	E-Mail		
Position / Designation *	Office Telephone *		
P. O. Box *:	Mobile *		
City *	Country:		
Required document details:			
Area *			
Plot No *			
Document Type *			
Document Reference			
Purpose			

Supporting documents required: -

For Companies (Consultants/ Contractors/ Registered clients)

- 'Request' Form typed TRK-CED-DC-CF01a, this form)..
- Official Request Letter from Applicant
- Copy of Trade license
- Copy of Lease Agreement
- Copy of Emirates ID
- Payment Receipt copy of the above requested document.

Please apply Online via your Trakhees account

For Persons (Ownership / Residential Units / Unregistered clients)

- 'Request' Form typed (TRK-CED-DC-CF01a, this form).
- Official Request Letter from Property Owner/Attested POA
- Copy of Trakhees Site Plan.
- Copy of Title Deed
- Copy of Trade License (if available)
- Copy of Passport with visa page
- Copy of Emirates ID
- Payment Receipt copy of the above requested document.

Please e-mail the request along with above mentioned documents to Ced.doc@pcfca.ae

If your request is not responded within *two working days*, please contact PCFC Call Centre on 800 990 or write to info@pcfca.ae

For Office Use (Trakhees Document Controller):		Req. No.	()	
Supporting documents verified?		YES		NO
Number of copies	Rate	Total Amount		
Approved by	Name	Signature		
Document Controller:				

For Office Use (Trakhees Section Administrator):		PA No.	()	
Is Finance & DED list verified?		YES		NO
Approved By:	Name	Signature		
Section Administrator				
Section Manager				